

Special Education Census Reporting

by Peggy Staples, ESS Data Management Specialist

It's that time of year again! The due dates for reporting *2001-2002 Special Education Census* are:

December 1st Census due on December 7, 2001

February 1st Census due on February 8, 2002

The purpose of the *December 1st* census is twofold:

- *Federal Funding* - The census count on December 1 is used to determine the eligibility of Federal Part B IDEA entitlement dollars distributed to the state and allocated to the local education agencies. This count requires reporting all students who are receiving special education services on December 1 of the reporting year. Please note that December 1st falls on a Saturday this year. However, this should not impact the reporting of your Special Education Census. If a student is receiving services on Friday, November 30th and has not yet withdrawn, then that student will be counted on December 1st.
- *State Funding* - The add-on weight, previously known as "Group B", is calculated for the 40th day with an "as of" date of October 31. The 40th day count may be used in the calculation for an advance of growth monies (charter schools not eligible). If a student withdraws before December 1st, he/she will be counted up to his/her withdrawal date.

The purpose of the *February 1st* census is for:

- *State Funding* - This census count is used to calculate the 100th day Add-on weight. At this time, all corrections to the Special Education Census **should be completed**.

Students who have a current evaluation, Individual Education Program, initial placement statement and who are receiving special education services should be included on the Special Education Census. A student must be recorded under all census categories he/she is receiving. However, payment for state funding is made only for the highest paying category. The students must be receiving services in a type of service that is eligible for state-aid. A student who is receiving a type of service that is eligible for federal funds only will not be included in the Add-on ADM counts.

All categories and service types remain the same with the exception of one modification. The description/definition of service type **J** has been modified to include home-schooled children. It now reads as follows: *Private School placement, enrolled by parent(s). Basic education is paid through private resources, but with special education and related services provided at public expense. This also includes children who are home schooled.*

All Special Education Census data files must be submitted electronically. Data files are to be uploaded at www.ade.az.gov/SAIS/commonlogin. A password is required to utilize the upload function. If you do not have a password, you can request a new account be set up for you by emailing enterprise@ade.az.gov. After you have uploaded your file, it is essential that you go to your web page (www.ade.az.gov/schoolfinance/districts) and verify that the information has added successfully by viewing your *SPED02* and *SPED04* reports. Receiving a message that the file was successfully submitted does not necessarily mean that the data has cleared and is error-free.

The SPED04 report contains duplicated information; meaning that all Special Education Census transactions are listed. In other words, if you have submitted students with more than one disability, that student will show up in this report more than once.

In late February, you will receive from ESS Data Management - a *Special Education Counts Verification letter* and a *SPED07 report* for your agency. This report contains unduplicated data. The total census count on this report will not match the total census count on your SPED04 report. The purpose of this verification letter and SPED07 report is to verify your unduplicated special education census count prior to submitting a final unduplicated statewide child count to the Office of Special Education Programs at the US Department of Education.

Please direct any questions regarding the submission of your Special Education Census data to ADE School Finance:

- Districts may contact Christina Beltran at (602) 542-3303 or via email: cbeltra@ade.az.gov.
- Charter schools may contact Rose Whelihan at (602) 542-8240 or via email: rwhelih@ade.az.gov.

Any questions regarding the Special Education Counts Verification letter or SPED07 report may be directed to ESS Data Management by contacting Peggy Staples at (602) 364-4024 or via email: pstaple@ade.az.gov.